

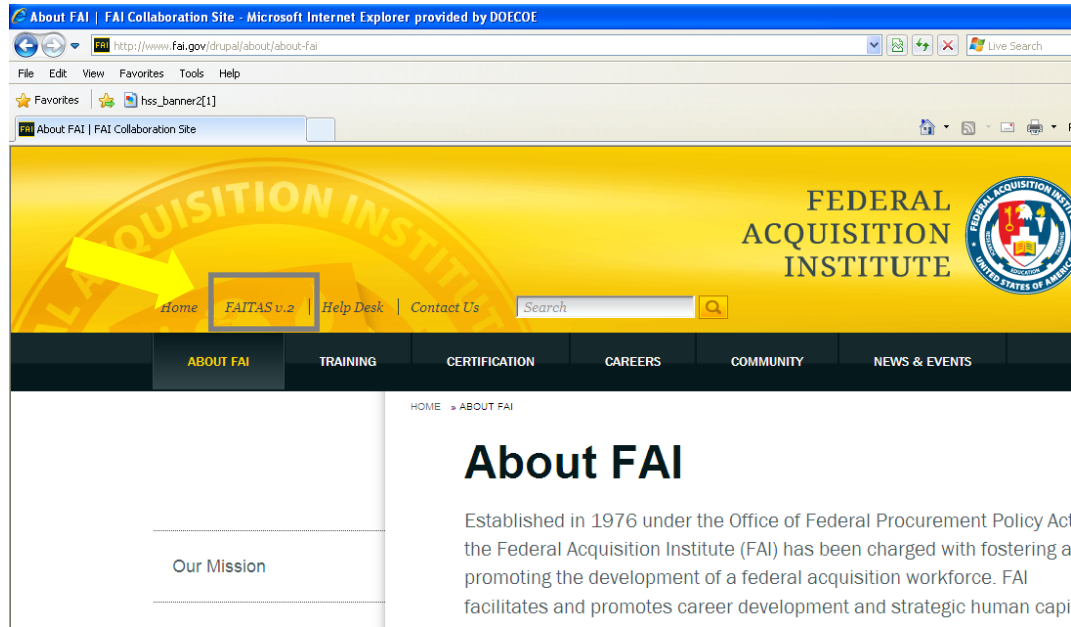
Registering for DAU Online Course CLC 222, Contracting Officer's Representative Training

To register for this, and any other DAU online course, you must first register in the Federal Acquisition Institute's Training Application System (FAITAS). Steps to register in FAITAS and to register for the course are below.

Please note, you are required to provide your Social Security Number (SSN) to complete registration. This is the only time the SSN is required; this information is restricted and not available to unauthorized personnel.

Please contact Linda Ott (linda.ott@hq.doe.gov, 202-287-5310) if you have any questions or concerns. If you encounter problems with FAITAS registration, feel free to submit a ticket to the FAI Help Desk Ticket System at www.fai.gov.

Begin at the Federal Acquisition Institute's (FAI) website www.fai.gov and select the FAITAS v.2 bar to begin.



This will direct you to the Federal Acquisition Institute Training Application System (FAITAS).
You have to select the tab to continue.



If you are already a registered user, provide your **Email Address** and **Password** to continue to the **Apply for Training** screen. [Click on this link](#) to be directed to page 9 of this document to the next step in the process.

To Register for the first time, continue to the next page.

Internet Explorer provided by DOE/COE

www.acrrs.army.mil/faitas/External/Login/?ReturnUrl=%2ffaitas%2f

ses Tools Help

ps_banner2[1]

FEDERAL ACQUISITION INSTITUTE

www.fai.gov

FAITAS FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM v.2

Help Login

Login

Email Address:

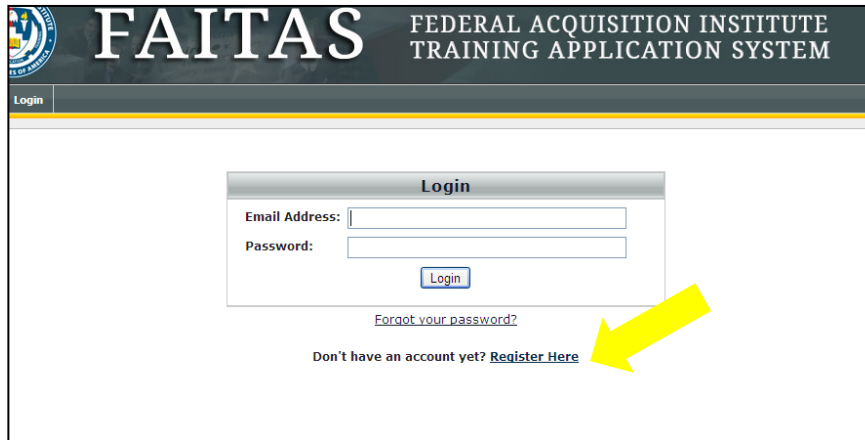
Password:

Login

[Forgot your password?](#)

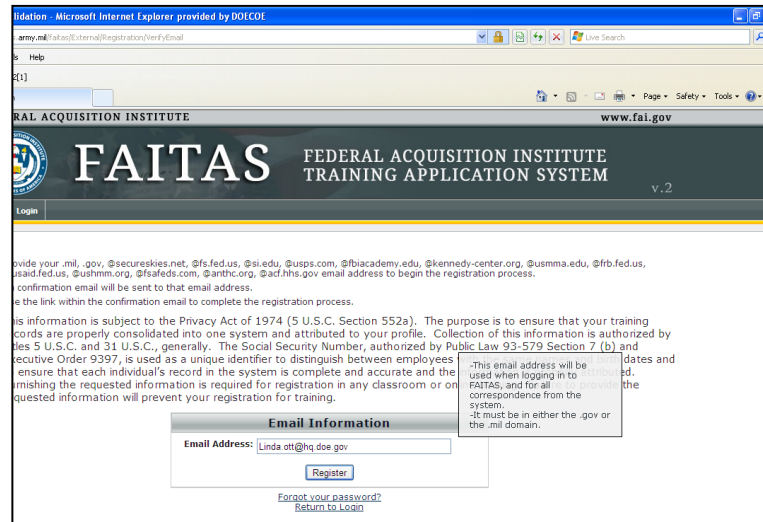
Don't have an account yet? [Register Here](#)

If you have not registered in FAITAS before, you will need to complete a profile. To do so select the **[Register Here](#)** link .



The image shows the FAITAS (Federal Acquisition Institute Training Application System) login page. At the top, there is a header with the FAITAS logo and the text "FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM". Below the header, there is a "Login" button. The main content area features a "Login" form with two input fields: "Email Address:" and "Password:". Below these fields is a "Login" button. A yellow arrow points to the "Register Here" link, which is located below the "Forgot your password?" link. The text "Don't have an account yet? [Register Here](#)" is displayed.

You will be asked to provide your email address. This must be a recognized Federal government email address.



The image shows the FAITAS registration page. At the top, there is a header with the FAITAS logo and the text "FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM". Below the header, there is a "Login" button. The main content area features a "Registration" form with a "Email Address:" input field. Below this field is a "Register" button. A yellow arrow points to the "Register Here" link, which is located below the "Forgot your password?" link. The text "Don't have an account yet? [Register Here](#)" is displayed. The page also includes a privacy policy notice and a list of recognized email domains.

Click on the link in the email you receive.



Follow the menu prompts (the system will guide members through each step).


Note: You must use a valid DOE email address.

Microsoft Internet Explorer provided by DOE/COE
https://www.army.mil/faitas/External/Registration/RegistrationDetailPcc=0963f634-193d-42d5-823b-05ea99f4586e

Favorites Tools Help
HTML Color Names Executive Secretariat Directives Management and Operation...

y.gov | Department of... User Registration x

FEDERAL ACQUISITION INSTITUTE www.fai.gov

 **FAITAS** FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM v.2

Help Login

- To finish your registration process, fill in your SSN, password and 3 security questions and answers, then click the "Continue Registration" button.
- Required information is **bold, maroon** text with an asterisk (*).
- Important:** Passwords must be 8 - 12 characters in length, containing at least one upper-case letter, lower-case letter, number and symbol.
- Important:** Your SSN is used as your "unique identifier." If you should move to another government or Dept. of Defense agency, your training and certification history will stay with you because it is linked to you via your SSN. Most FAITAS functionality cannot be successful (for example: requesting training) if this is not accurate.

Registration Information

Email Address:

SSN*:

Confirm SSN*:

Password*:

Confirm Password*:

Security Questions

Question 1*:

Answer*:

Question 2*:

Answer*:

Question 3*:

Answer*:

Inbox - Microsoft Outlook User Registration - ML FAITAS User Registratio... Trusted sites

Note: Please **Select User** **Ott** as your supervisor's last name in FAITAS unless your supervisor has already registered in FAITAS. Identifying Linda Ott as your supervisor will allow you to complete registration and get access to the course.

Note: You must provide information in all fields marked with an *.

You will receive a confirmation email with your user name and temporary password.

The screenshot shows a web form titled "Registration Workforce Details (Only for AWT Members)". The form includes fields for Career Field, Career Path, Level Achieved, Level Required, and I am a COTR/COR. Below these is the "Work Address" section with fields for Country*, Address*, Address 2 (non U.S.), City*, State*, ZIP*, Work Phone*, Work Phone Extension, Mobile Phone, and DSN. The "Supervisor Information" section is highlighted with a yellow box and contains a "Supervisor Name" field with "Linda Ott" entered, a "Select User" button, and "Update Information" and "Cancel" buttons. A yellow arrow points to the "Select User" button. At the bottom, there is a footer with a disclaimer and a "Privacy Statement" link. The browser's taskbar is visible at the bottom.

Once you have completed your profile, you will log back in to apply for training.

Log back in now using your email address and password.

Select the Apply for Training link.

The screenshot shows a web browser window with the address bar displaying 'hss_banner(11)'. The browser's address bar shows 'board'. The page has a navigation bar with links: 'My Status', 'Manage Career', 'Help', 'Logout', and a user profile 'Not Linda Jones Ott?'. Below the navigation bar is a 'Dashboard' section. A message states: 'Your Dashboard is your homepage. The widgets on this page can be moved or collapsed to customize the page appearance.' There are two main widgets. The first is 'My Current Class List', which is a table with columns: 'Course Title', 'Status', 'Start Date', and 'End Date'. The table is currently empty, showing 'No current training requests.' Below the table is a link 'Apply For Training' with a question mark icon. The second widget is 'Announcements', titled 'Online Training Returns - 11/01/2011'. The announcement text states: 'Access to the Defense Acquisition University (DAU) learning management system that the Federal Acquisition Institute uses to provide online courseware, Atlas, has been restored as of Tuesday, November 1, 2011. Further information about Atlas' restoration is available at <http://www.fai.gov/pdfs/Atlas-Update.pdf>. Students will receive an email from the DAU listserv with new, system generated usernames and DAU IDs and additional information to access Atlas. Department of Defense (DOD) and Federal civilian students will receive emails no later than November 1. Students should retain the email for future reference. If you encounter any problems with Atlas, the DAU Help Desk will help you resolve them. The DAU Help Desk can be reached at dauhelp@dau.mil, 1-866-568-6924 (Toll Free), or 703-805-3459 (Commercial). Select option 1 for DAU Virtual Campus Courses. The Call Center hours of operation are from 6:00 AM to Midnight (EST), Monday-Friday. All Federal civilian students register for online courses and modules through FAITAS. Students enrolled in online courses or continuous learning modules at the time Atlas went down in July will be allowed to complete

The Contracting Officer Representative training course is a Continuous Learning Module designated by CLC then three digits. The Course Number is CLC 222.

Select the “Order by Course Number” radio button then select the course.

You are almost finished.

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FAITAS

FEDERAL ACQUISITION INSTITUTE
TRAINING APPLICATION SYSTEM

v.2

[My Status](#)
[Manage Career](#)
[Help](#)
[Logout](#)
Not Linda Jones Ott?

FAITAS » Manage Career » Training » [Course Search](#) » [Create New Training Request for FAC 013](#) » Training Request Confirmation for Linda Ott taking course FAC 013


Success! You are enrolled in CLC 222


Training Request Confirmation for CLC 222

[Manage Training Requests>>](#)

Training Offering Information

Fiscal Year: 2012 School Number: 558 Course Number: FAC 013 Phase: Class: 301

Course Title: SHAPING SMART BUSINESS ARRANGEMENTS-EXPERT ED

Class Location: HTTPS://LEARN.DAU.MIL

Class Start Date: Oct 1 2011 Class End Date: Sep 28 2012

Class Reservation Close Date: Oct 1 2011

School Name: DAU WEB BASED TRAINING ENROLLMENTS

Delivery / Mode of Instruction: Internet Current Schedule: 900

Class Remarks:

Training Request Status: Reservation

You have been successfully enrolled for the following course: FAC 013Please add the class information to your calendar.

To log in to the course, go to <https://learn.dau.mil>

In the Login to Virtual Campus, enter the Username and Password provided by DAU in an email confirming your enrollment in a class.

Once you are logged in, you can launch the course from the Dashboard.

The screenshot shows the homepage of the Defense Acquisition University Virtual Campus. At the top is a banner with the DAU logo (a red star and the letters 'DAU') and the text 'DEFENSE ACQUISITION UNIVERSITY' with the tagline 'Learn. Perform. Succeed.' below it. The main content area is divided into several sections. On the left, there is a 'Global Top 5' sidebar with links: 'DAU Homepage', 'Continuous Learning', 'Knowledge Sharing', 'Mission Assistance', and 'I Need Training'. Below this is a 'e Menu' sidebar with links: 'About', 'Student Services', 'Help', 'Federal Acquisition Institute', and 'Orientation to E-Learning'. At the bottom left is a 'ick Links' sidebar with links: 'Apply for Courses' and 'AKSS'. The main content area starts with a welcome message: 'Welcome to the Defense Acquisition University Virtual Campus!'. Below this, it states: 'Publically accessible Browse Functionality is not available at this time.' It then provides instructions for registration: 'If you would like to register for a DAU on-line course or module, please use the links under DAU Global Top 5 -> I need Training -> Apply for a Course on the left hand side of the screen.' It also provides troubleshooting advice: 'If you experience difficulty with CAC logon, please refresh your Internet Explorer (IE) browser and try again.' Below this, it lists 'For assistance with:' followed by a bulleted list: '- Reaching instructors', '- System functions', and '- Other questions'. It then provides contact information for the DAU HELP DESK: 'Please contact the DAU HELP DESK at dauhelp@dau.mil or call 1-866-568-6924 (Toll Free), 703-805-3459 (Commercial), DSN 655-3459. Select option 1 for DAU Virtual Campus Courses.' It also provides the Call Center hours of operation: 'The Call Center hours of operation are from 6 am to Midnight (EST), Monday-Friday. Please be advised that there will be limited resources available during the 6pm - Midnight shift. Your phone calls and emails are always addressed in the order that they are received.' Below this, it states: 'DAU Virtual Campus is a Department of Defense resource that supports the Acquisition, Technology and Logistics (AT&L) workforce access to certification training and continuous learning.' At the bottom, it lists 'Supported browsers: Internet Explorer 6.0+, (IE 9 not supported)'. On the right side of the page, there is a 'Login to Virtual Campus' box with fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below this is a 'CAC Login' box with a link for 'Login using my CAC'.

Global Top 5

- DAU Homepage
- Continuous Learning
- Knowledge Sharing
- Mission Assistance
- I Need Training

e Menu

- About
- Student Services
- Help
- Federal Acquisition Institute
- Orientation to E-Learning

ick Links

- Apply for Courses
- AKSS

Welcome to the Defense Acquisition University Virtual Campus!

Publically accessible Browse Functionality is not available at this time.

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For assistance with:

- Reaching instructors
- System functions
- Other questions

Please contact the DAU HELP DESK at dauhelp@dau.mil or call 1-866-568-6924 (Toll Free), 703-805-3459 (Commercial), DSN 655-3459. Select option 1 for DAU Virtual Campus Courses.

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DAU Virtual Campus is a Department of Defense resource that supports the Acquisition, Technology and Logistics (AT&L) workforce access to certification training and continuous learning.

Supported browsers: Internet Explorer 6.0+, (IE 9 not supported)

Login to Virtual Campus

Username:

Password:

Login

[Forgot Username?](#) [Forgot Password?](#)

CAC Login

[Login using my CAC](#)